



**CITY OF EDMONTON**

**BYLAW 14126**

**YOUTH COUNCIL BYLAW**

**(CONSOLIDATED ON OCTOBER 17, 2022)**

**THE CITY OF EDMONTON  
BYLAW 14126  
YOUTH COUNCIL BYLAW**

This bylaw is enacted by the City of Edmonton’s municipal Council on the basis of the legal authorities listed on the schedule entitled “Authorities” which is appended at the end of this bylaw.

(S.2, Bylaw 16909, August 27, 2014)

Edmonton City Council enacts:

**PART I – PURPOSE, DEFINITIONS AND INTERPRETATION**

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| <b>PURPOSE</b>     | 1 | The purpose of this bylaw is to establish the City of Edmonton Youth Council and to prescribe powers, duties, functions, structure and procedures.  |
| <b>DEFINITIONS</b> | 2 | <p>In this bylaw, words have the meaning ascribed to them in this section, and if not defined, have the same meaning as prescribed by the <i>Municipal Government Act</i>:</p> <ul style="list-style-type: none"><li>(a) <b>“City”</b> means the municipal corporation of The City of Edmonton;</li><li>(b) <b>“City Manager”</b> means the chief administrative officer of the City, or delegate;</li><li>(c) <b>“Committee”</b> means the City of Edmonton Youth Council established by this bylaw;</li><li>(d) <b>“Council”</b> means the elected governing body of the City;</li><li>(e) <b>“Councillor”</b> means an elected official of the City; (f) <b>“FOIP Act”</b> means the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000 c F-25;</li><li>(g) <b>“FOIP Head”</b> means the individual or group appointed by the Committee to perform the powers and duties and exercise the functions of the FOIP Act</li></ul> |

authority for the Committee;

- (h) “**General Assembly**” is the group of Youth named the General Assembly of Youth who voluntarily register to participate in and attend meetings of the General Assembly of Youth for the purpose of providing input to the Committee on issues of their demographic;
- (i) “**Mayor**” means the chief elected official of the City;
- (j) “**member**” means an individual appointed to the Committee by Council, except for the City Manager, a Councillor, or the Mayor;
- (k) “**Municipal Government Act**” means the Municipal Government Act, RSA 2000 c M-26;
- (l) “**Procedures and Committees Bylaw**” means the City’s Procedures and Committees Bylaw, Bylaw 12300;
- (m) “**Youth**” means an individual between the ages of 13 and 23.

(S.3, Bylaw 16909, August 27, 2014)

**RULES FOR  
INTERPRETATION**

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The following rules apply to interpretation of this bylaw:

- (a) The marginal notes and headings are for ease of reference only;
- (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
- (c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw;
- (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws and the City’s policies and procedures.

(S.4, Bylaw 16909, August 27, 2014)

## **PART II - ESTABLISHMENT**

- ESTABLISHMENT**      4      The City of Edmonton Youth Council is established as a committee of Council.
- (S.5, Bylaw 16909, August 27, 2014)
- MANDATE AND TERMS OF REFERENCE**      5      (1)      The Committee's mandate is to provide information and advice to Council in relation to issues involving or affecting Youth, and will perform the following functions:
- (a) research and write policy proposals for Council's review;
  - (b) co-ordinate community events that profile local Youth issues;
  - (c) receive direction from Council on work or reports it requires on Youth matters;
  - (d) develop and maintain relationships with individuals and organizations addressing issues of concern to Youth;
  - (e) promote initiatives to support the well-being of Youth;
  - (f) educate Youth on City governance, procedures and policy making;
  - (g) provide networking opportunities for Youth;
  - (h) consult with City administration and other organizations supporting Youth initiatives;
  - (i) establish the General Assembly, maintain the registry of individuals participating in the General Assembly, and oversee its meetings;
  - (j) if requested by Council, recommend individuals for appointment to the City's civic agencies; and
  - (k) inform Council of initiatives of other levels of government that could affect Youth and advocate for the City in the manner directed by Council if Council directs.
- (S.6, Bylaw 16909, August 27, 2014)

**ADVOCACY**

- (2) Repealed
  - (3) Repealed
- (S.7, Bylaw 16909, August 27, 2014)

**PART III - STRUCTURE**

**MEMBERS**

- 6 (1) The Committee will consist of up to 20 volunteer General Assembly members appointed to the Committee by Council in accordance with Council’s policies and procedures.
- (2) Members will serve the Committee for terms of up to one year.
- (3) One Councillor will be appointed by Council to act as a liaison between the Committee and Council for each Council term.
- (4) The Mayor will not be a member of the Committee.  
(S.8-9, bylaw 16909, August 27, 2014)

**REMOVALS**

- 7 The Committee may ask Council to terminate the appointment of any member who misses three consecutive meetings of the Committee without Committee approval  
  
(S.10, bylaw 16909, August 27, 2014)

**ORGANIZATIONAL MEETING, CHAIR AND VICE-CHAIRS**

- 8 (1) At the first meeting of the Committee after Council appoints its members, the Committee will:
  - (a) appoint an interim chair; and
  - (b) establish the annual meeting schedules for the Committee and the General Assembly of Youth.

**CHAIRS**

- (2) At the first scheduled meeting of the General Assembly of Youth, the General Assembly will elect the Committee’s chair and vice-chair from the Committee’s members.
- (3) The chair will chair Committee meetings and represent the Committee in public and at Council, and the vice-chair will perform the chair’s duties when he or she is absent or unable to perform them.

- (4) The chair may serve for up to three successive one year terms.  
(S.11, Bylaw 16909, August 27, 2014)
- PROCEDURES**      9    (1) The Committee will follow the procedural rules for Council committees in the Procedures and Committees Bylaw and votes will be conducted by show of hands.
- (2) The City Manager will publish notice of Committee meetings at least one week in advance, and notice of special meetings will be published at least 24 hours in advance.
- (3) Quorum is established by the attendance of a majority of members at a properly called meeting, including two members who are age 18 or older.  
(S.12, Bylaw 16909, August 27, 2014)
- REMUNERATION**      10      Repealed  
  
(S.13, Bylaw 16909, August 27, 2014)
- SUB COMMITTEES**      11    (1) The Committee may establish sub-committees to perform research, public engagement and other activities to assist the Committee to fulfill its mandate.
- (2) All sub-committees will be chaired by a Committee member and will report to the Committee.  
  
(S.14, Bylaw 16909, August 27, 2014)
- GENERAL ASSEMBLY**      12      Repealed  
  
(S.15, Bylaw 16909, August 27, 2014)
- CONSULTATION**      13      Repealed  
  
(S.15, Bylaw 16909, August 27, 2014)

#### **PART IV - CITY MANAGER'S ROLE**

- BUDGET**      14      The City Manager will perform the following powers, duties and functions for the Committee:
- (a) Assign members of the City administration to provide

technical, administrative, and other supports to the Committee as required;

- (b) Provide facilities and meeting management support for Committee meetings;
- (c) Publish Committee and General Assembly meeting schedules;
- (d) Act as the Committee's FOIP Head until such time as it passes a resolution appointing a FOIP Head in the manner required by the FOIP Act, but may, with the City Manager's consent appoint the City Manager as the Committee's FOIP Head;
- (e) Manage the Committee's minutes and records;
- (f) Present budget requirements for the Committee during the City's budget process; and
- (g) Facilitate the preparation of Committee reports to Council.

(S.16, Bylaw 16909, August 27, 2014)

#### **PART V - GENERAL**

<b>RESOURCES</b>	15	The Committee will report to Council at least once per year to inform Council of progress on its mandate, issues of significance to the Committee, and the Committee's work plan for the next year.
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<b>EFFECTIVE DATE</b>	16	Deleted
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(S.17, Bylaw 16909, August 27, 2014)  
(S.6, Bylaw 20275, October 17, 2022)

A schedule entitled "Authorities" is appended to, and forms part of this bylaw, as follows:

(S.18, Bylaw 16909, August 27, 2014)

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 2202 passed by Council August 29, 1961

Amendments:

Bylaw 16909, August 27, 2014

Bylaw 20275, October 17, 2022



## AUTHORITIES

WHEREAS, pursuant to:

Section 1(f) of the *Municipal Government Act*, RSA 2000 c M-26, any committee, board, or other body established by Council under the authority of the *Municipal Government Act* is a Council committee;

Section 145 of the *Municipal Government Act*, Council may by bylaw establish Council committees and establish rules for their conduct and procedure;

Section 154 of the *Municipal Government Act*, the chief elected official is a member of every Council committee unless Council provides otherwise;

Sections 196 to 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion fall within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25, or a member of the public is expelled for improper conduct;

Section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers duties and functions to a Council committee except for those that are expressly reserved to Council;

Section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that Council committee minutes are recorded, records kept safe, and written legal advice regarding legal obligations under the *Municipal Government Act* provided when required;

Section 209 of the *Municipal Government Act*, the chief administrative officer may delegate his or her powers, duties and functions to a City employee or designated officer;

Sections 1(x)(xii), 1G), 1(p) and 95 of the *Freedom of Information and Protection of Privacy Act*, Council committees are separate public bodies from the City that must appoint a FOIP Head and adopt a fee schedule in accordance with the requirements of that Act.